

**U.S. DEPARTMENT OF TRANSPORTATION
TRANSPORTATION LABOR-MANAGEMENT BOARD
CHARTER**

- I. Purpose:** This charter establishes the Transportation Labor-Management Board, and provides for its operation in accordance with the provisions of the Federal Advisory Committee Act (FACA). The purpose of the Board is to foster cooperative and constructive working relationships within the Department by providing a forum for discussions between management and the unions on significant departmental issues, and a forum from which to build mutual trust, respect and understanding.
- II. Scope:** The Transportation Labor-Management Board will serve as an advisory committee providing information, advice, and recommendations on crosscutting departmental issues to the Department through the Assistant Secretary for Administration.
- III. Objectives:** Consistent with the purpose and scope, the Transportation Labor-Management Board will provide advice and recommendations to the Department on issues affecting labor and management, and will strive to:
- a. Support the Department as it responds to mission critical issues by addressing them in a collaborative manner to enhance the way in which the Department conducts business;
 - b. Promote a quality workplace through improved working conditions and enhanced working relationships; and
 - c. Jointly share and exchange relevant information about departmental issues at the earliest, practical pre-decisional state;
- IV. Sponsor:** The Assistant Secretary for Administration will be the Transportation Labor-Management Board sponsor and will furnish support services for the operation of the Board. The Assistant Secretary will designate a staff member to be the Executive Secretary of the Board.
- V. Membership:** The Transportation Labor-Management Board will be comprised of seven management representatives and seven union representatives, appointed by the Department of Transportation's operating administrations and unions.

The seven management representatives shall be appointed from the following operating administrations: Office of the Secretary, the Federal Aviation Administration, the Federal Railroad Administration, Research and Special Programs Administration, Maritime Administration, Federal Motor Carriers Safety Administration, Federal Highway Administration, Federal Transit Administration, National Highway Traffic Safety Administration, Saint Lawrence Seaway Development Corporation, and the Bureau for Transportation Statistics. Management shall also be represented by a member of the Federal Managers Association. One operating administration representative shall participate as a Board member on a rotating basis.

Union representatives shall be appointed from the following unions: the National Federation of Federal Employees, American Federation of State, County and Municipal Employees, National Association of Air Traffic Specialists, American Federation of Government Employees, National Association of Government Employees, Professional Airways Systems Specialists, and the National Air Traffic Controllers Association.

The Secretary of Transportation or his/her designee will appoint a Chairperson from among the Board's membership.

VI. Meetings: The Transportation Labor-Management Board will meet quarterly. The place and duration of the meetings will be determined by the agenda. Emergency meetings may be scheduled by consensus of the members. Meeting materials and an agenda will be distributed to members in a timely manner in advance of regularly scheduled meetings. The Executive Secretary, or designated alternate, may cancel or adjourn any meeting when he or she determines that to do so is in the public interest. The following procedures will govern the conduct of all Transportation Labor-Management Board meetings:

- a. All meetings will be open to the general public, except as provided under FACA.
- b. Notice of each meeting will be published in the Federal Register at least 15 days prior to the date of the meeting. The notice will include the agenda.
- c. The Chairperson or, in the absence of the Chairperson, the Chairperson's designee will preside at each meeting.
- d. Detailed minutes of each meeting will be kept and certified by the Executive Secretary. The minutes will contain:
 1. The time, date, and place of the meeting;
 2. A record of all attendees at the meeting;

3. A complete and accurate description of all matters discussed and conclusions reached;
4. Copies of all reports received, issued, or approved by the Board; and
5. A description of public participation, including oral or written statements.

- e. The minutes, as certified by the Executive Secretary, shall be available for public inspection and copying in the office of the sponsor. Public availability of minutes or other documents received or generated by the Board are subject to applicable limitations and exceptions prescribed in the Freedom of Information Act (5 U.S.C. 552(b)).

VII. Facilitation: An individual provided by management who is neutral, skilled in planning, teamwork, and problem-solving consensus processes, may facilitate Board and subcommittee meetings.

VIII. Subcommittees: The Board may establish subcommittees, task forces, or work groups as appropriate to carry out its work.

IX. Estimated Cost and Support: The estimated annual direct operating cost of the Board is \$5,000 per year, plus less than one staff year.

If a Board member is a DOT employee, his or her employer is expected to pay travel and per diem to attend Board or subcommittee meetings.

X. Effective Date: This charter shall be effective September 24, 2002, and will terminate two years after this date unless terminated sooner or extended.

For the Department of Transportation:

For the Unions:

Vincent T. Taylor
Assistant Administrator
for Administration

Richard Brown
National Federation of Federal
Employees

Mari Barr Santangelo
Deputy Assistant Administrator
for Administration

Bobby Harnage
American Federation of
Government Employees

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Thomas Park
Office of the Secretary

Ray Thoman
Federal Aviation Administration

Brenda Mahaffey
Federal Railroad Administration

Phil Coonley
Research and Special Programs
Administration

William F. Trost
Maritime Administration

Allan Fisher
Federal Motor Carrier Safety
Administration

Jerry Hawkins
Federal Highway Administration

Robert Jamison
Federal Transit Administration

Sherry M. deVries
American Federation of
State, County and Municipal
Employees

Susanne Pooler-Johnson
National Association of
Government Employees

Walter Pike
National Association
of Air Traffic Specialists

Michael D. Fanfalone
Professional Airways Systems
Specialists

John Carr
National Air Traffic Controllers
Association

Delmas Johnson
National Highway Traffic Safety
Administration

Marc Owen
Saint Lawrence Seaway Development
Corporation

Cynthia Roscoe
Bureau of Transportation Statistics

Federal Managers Association

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